

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, age, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

This complaint procedure will be disseminated to all employees and a signed certification by the site/department administrator will be obtained. This procedure is being provided as part of the parent/student information packet distributed annually to parents/guardians at the beginning of the first semester or quarter of each school year. Additionally, the procedure will be posted at a prominent place at each school site and at the district office and will become a part of every employee and student handbook.

Complaint forms are available at the following locations in the District: Associate Superintendent of Human Resources; Assistant Superintendent of Curriculum and Instructional Services; Senior Director of Pupil Personnel Services; Chief Financial Officer; Business Services; and Director of Maintenance, Operations and Transportation.

Revised: June 4, 2008

(Adopted: January 2006)

(Replaces: BP 1312.1 Uniform Complaint Procedures for Alleged Violations of State or Federal Law and for Alleged Discrimination)

(Revised: March 2005)

(Revised: June 2001)

(Adopted: September 1992)

(Replaces: BP 1312.2 General Complaints from the Public)

(Adopted: February 1993)

(Replaces: BP 1313 Complaints Concerning Consolidated Funded Programs)

(Adopted: April 1982)